

APPLICATION FOR REGISTRATION AS A STATE MECHANICAL CONTRACTOR

If your company is obtaining a Permit from Nashville/Davidson County, and the permit amount is over \$25,000 you must register your State of Tennessee License with the Department of Codes Administration prior to issuance of Mechanical Permits. Please complete this form and provide to our office a copy of your State of Tennessee License and the Registration Fee in the amount of One Hundred (\$100.00) Dollars made payable to The Metropolitan Government

In accordance with the requirements of the State of Tennessee, House Bill No. 522, I/We hereby make application as a Registered State Mechanical Contractor, to obtain Mechanical Permits in Nashville and Davidson County.

Date _____

Firm Name _____

Firm Address _____ Local/Toll Free Telephone No. (____) _____

City _____ State _____ Zip Code _____

State of Tennessee License No. _____ Classification _____
Classification Required: CMC or CMC-C

Date of Expiration _____ Monetary Limitations _____

Qualifying Agent Designated by the State of Tennessee _____ Home Phone Number _____

Applicant Home Address _____ City _____ State _____ Zip Code _____

I hereby certify that the above information is true to the best of my knowledge, and I further attest to the validity of the above signature.

Sole Proprietor, Partner or Corporate Officer must sign

PLEASE HAVE THIS FORM NOTARIZED:

STATE OF _____
COUNTY OF _____

Personally appeared before me, _____, a Notary Public in and for said State and County, the within named, _____ has the authority and thereby executed the within instrument for the purpose therein contained.

Sworn to and subscribed before me this _____ day of _____, 20____
NOTARY PUBLIC _____ My Commission Expires _____

APPROVED _____
Director, Department of Codes Administration

Date

Date Registered: _____
Metro Registration Number: _____

Incomplete applications will not be accepted. When submitting this Registration forms please provide a copy of your State of Tennessee License and a check in the amount of One Hundred Dollars made payable to *The Metropolitan Government* for the Registration Fee. Please complete the application and deliver or mail to *The Department of Codes Administration, Metro Office Building, 800 - 2nd Avenue, South, P.O. Box 196300 Nashville, Tennessee 37219-6300*. If you should have any questions, please contact the Licensing Division at (615) 862-6598.

INSTRUCTIONS FOR REGISTRATION AS A STATE MECHANICAL CONTRACTOR

Before completing Steps I-VI, you must first have a State of Tennessee License with the Classification of CMC or CMC-C. If you do not hold one of these classifications, you will need to contact the Department of Commerce and Insurance, Board for Licensing Contractors, 500 James Robertson Parkway, Suite 110, Nashville, Tennessee 37243, Phone (615) 741-8307.

STEP I

To apply for Registration as a Nashville and Davidson County State Gas/Mechanical Contractor, please complete the "*Application For Registration as a State Mechanical Contractor*". The applicant who was administered the State of Examination must complete the form. He or she must provide our office with a letter from the State of Tennessee verifying the date the examination was administered, grade assigned, and classification granted. The only State Mechanical Classifications accepted in Nashville and Davidson County are CMC or CMC-C.

STEP II

The sole proprietor, partner or corporate officer must sign the Registration form, verifying all information on the Registration form is true, and attest to the validity of the applicant's signature.

STEP III

The Registration form must be notarized by a Notary Public attesting to the validity of the applicant and/or sole proprietor, partner or corporate officer's signature.

STEP IV

No Registration will be approved by the Director of Codes Administration until the following documentation is provided. Incomplete Applications for Registrations will not be accepted.

- A **copy** of your State of Tennessee License showing license number, limitations, and classification
- Written verification shall be provided by the applicant, or an affidavit from the State of Tennessee verifying date of examination and passing grade received when examined by the National Assessment Institute
- Metropolitan Permit Bond - \$40,000 – **Original Bond Required**
- Certificate of Insurance, General Liability, minimum amount \$300,000 *Metro Codes as "certificate holder"*
- Davidson County Business License – #615-862-6050
- Local or Toll Free Telephone Number
- A Check in the amount of \$100.00 for the License Registration Fee, made payable to "*The Metropolitan Government*"
- The Permit Bond, Certificate of Insurance and Metropolitan Business License must be in the name displayed on the State of Tennessee License – no exceptions.

This documentation is to be furnished to the Department of Codes Administration, Administrative Office, before issuance of Mechanical Permits.

STEP V

Once approval is granted, the applicant will be allowed to obtain Mechanical Permits. Any permits obtained must be signed by the individual who was administered the State of Tennessee examination.

Mail or deliver Registration with required information to:

The Department of Codes Administration
Metro Office Building
800 Second Avenue, South
P.O. Box 196300
Nashville, Tennessee 37219-6300
(615) 862-6598